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27 January 1947

TO : Assistant Director, Reports and Estimates
FROM : Advisor for Management, ICAPS
SUBJECT: Tentative T/O and Personnel Ceilings (ORE)

1. Attached is approved tentative Table of Organization for:

The Office of Reports and Estimates

2. The grades and positions are tentative only. Pending final approval of the Civil Service Commission the Table may be used, subject to personnel ceilings, as a basis for personnel procurement. Every effort should be made to hire individuals in grades lower than those shown in the Table to avoid possible later downgrading resulting from Civil Service Commission action.

3. Individuals on detail from State, War and Navy Departments are included in personnel authorized by the Table. Procurement to fill positions occupied by such individuals is prohibited.

4. Final tables with approved grades and positions will be published when final Civil Service Commission approval has been obtained.

5. a. Personnel buildup through Fiscal Year 1948 is restricted to total ceilings shown below:

	Less Reference Branch	Reference Branch
(1) 31 March 1947 —	250	50
(2) 30 June 1947 —	400	100
(3) 30 Sept. 1947 —	450	125
(4) 31 Dec. 1947 —	500	150
(5) 31 Mar. 1947 —	522	158
(6) 30 June 1948 —	522	158

b. Procurement will be so governed that total number of individuals on duty on the dates indicated will not exceed the figure shown for each period.

c. Requests for changes in ceiling authorizations will be submitted to the Advisor for Management, ICAPS, with full justification in each case. As changes can be made only at the expense of another CIG activity, approval will be given only under very exceptional circumstances.

DOCUMENT NO. 1
NO CHANGE IN CLASS. ☐
☐ DECLASSIFIED
CLASS. CHANGED TO: TS S
NEXT REVIEW DATE: 1989

/s/ LTB

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1 Incl. Tentative T/O

cc: Approved For Release 1999/09/08 : CIA-RDP79-01143A000300050001-4
Chief, Finance Div, P&A Branch
ICAPS (Advisor for Management)

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REVIEWER: 006

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	<u>6-8</u>	<u>1-5</u>	<u>CAF</u>	<u>SP</u>	<u>Consul.</u>	<u>GPC</u>	<u>Total</u>
Pending 1 August	10	77	26	5	2	0	120
Reported during Aug.	1	11	3	1			16
Refused during Aug.		4	3		1		8
Total Completed	1	15	6	1	1	0	24
Actions initiated	7	17	16	2	0	0	42
Pending 31 August	16	78	36	6	1		137

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	<u>6-8</u>	<u>1-5</u>	<u>CAF</u>	<u>SP</u>	<u>Consul.</u>	<u>CPC</u>	<u>Total</u>
Pending 1 July	11	69	31	2	1	1	115
Reported during July	3	15	9				27
Refused during July	4	8	7			1	20
Total Completed	7	23	16			1	47
Actions initiated	6	31	11	3	1		52
Pending 31 July	10	77	26	5	2		120*

* Includes 20 who are cleared but have not reported including one who is being deferred pending transfer of JISPB.

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